

## **Recommendations for Contract Data Requirements List (CDRL)**

NOTE: Electronic CDRL delivery will be requested.

### **ADMINISTRATIVE DATA.**

DI-MGMT-80227, Contractor's Progress, Status and Management Report.

Recommendation: Apply to any program.

Purpose: This data is used to document the progress of work and the status of the program and the assigned tasks, reports, costs, and informs of existing or potential problem areas.

DI-MISC-80368, Status Report.

Recommendation: Apply to any program

Purpose. The status report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used to monitor and evaluate contractor performance.

DI-MISC-80508, Technical Report-Study/Services.

Recommendation: Apply to any program.

Purpose: This data provides fully documented results of studies or analyses performed.

DI-MGMT-80555, Program Progress Report.

Recommendation: Apply to any program.

Purpose: To evaluate and monitor the progress made by the contractor of tasks in accomplishing goals established for the program.

DI-MISC-80652, Technical Information Report.

Recommendation: Apply to any program.

Purpose: To determine the technical merit of the item being developed.

DI-ADMN-80925, Revisions to Existing Government Documents.

Recommendation: Apply to any program.

Purpose: This is used for procuring data that existed on a prior contract and the same contractual content requirements is needed but no other data item exists (i.e. cancelled) to procure the data item. Identifying the previous data item (e.g., DID number, title, revision level and date) in the contract document is a must.

DI-ADMN-81313, Progress Report (Studies).

Recommendation: Apply to any program.

Purpose: This is used to summarize the status of studies conducted by the contractor during the reporting period.

DI-ADMN-81401A, Contract Change Proposal (CCP).

Recommendation: All complex developmental and production contracts.

PURPOSE: Used to propose, control, and approve other than baseline changes to contracts (i.e, SOW, CLIN, and CDRL).

DI-MGMT-81453, Data Accession List (DAL).

Recommendation: Apply to all programs.

Purpose: The data accession list was intended as a method of obtaining non-CDRL data. Do not rely on the DAL to obtain important data needed to manage your program as the Contractor determines what data is placed on the DAL. (Examples of documentation that may not be placed on the DAL are any data that may cause negative affects to the contractor, proprietary data, failure rates, and intentional voids in data.)

## **FINANCIAL DATA.**

DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Recommendation: Apply to Time and Material contracts.

Purpose: Provides current status and projected requirements of funds, man-hours and work completion.

DI-FNCL-80912, Performance and Cost Report.

Recommendation: Apply to selected programs.

Purpose: Provides current status and projected requirements of funds, man-hours and work completion.

DI-FNCL-81565, Cost Data Summary Report (DD Form 1921).

Recommendation: Apply to selected programs.

Purpose: This report can be used for applicable high dollar value contracts. This report is used to obtain essential data cost from the contractor for the purpose of establishing a cost database.

DI-FNCL-81566, Functional Cost-Hour Report (DD Form 1921-1).

Recommendation: Apply to selected programs.

Purpose: To obtain essential data cost from the contractors for the purpose of establishing a cost database.

DI-MGMT-81467, Cost/Schedule Status Report (C/SSR).

Recommendation: Apply to selected programs.

Purpose: The reports can be used for applicable high dollar value contracts (\$10M to <\$70M for R&D and \$300M for Production) to increase effective management of our acquisitions. This report is used to summarize contract cost and schedule performance by work breakdown structure elements.

DI-MGMT-81468, Contract Funds Status Report (CFSR).

Recommendation: Apply to selected programs.

Purpose: The CFSR, DD Form 1586, is useful for obtaining funding data on contracts over six months in duration. It provides DOD Components information to assist in updating and forecasting contract funds and determining funds in excess of contract needs and available for de-obligation. Do not use the CFSR on firm fixed price contracts unless unusual circumstances require specific funding visibility.

## **LOGISTICS.**

DI-ILSS-80134A, Proposed Spare Parts List.

Recommendation: Apply to selected programs. May be needed if spares are separately priced. Spares are often a separate contract line item. A modified LSA is however the preferred DID.

Purposed: Used to determine spare parts stocking level

DI-ILSS-80191D, Contractor Device Performance Utilization Report.

Recommendation: To all programs with interim logistics support.

Purpose: This report documents a summary of work accomplished and problem areas on training device performance on a monthly basis during the contract period. The report is required when contractor operation and maintenance of simulators or equipment performance is a contract line item or an availability rate is a requirement.

DI-MGMT-80259, Physical Inventories Report.

Recommendation: Apply to selected programs.

Purpose: To document inventories of government furnished or contractor acquired material and nonexpendable special tooling (including vendor tooling), special test equipment and all accessories and attachments; on both a quantitative and monetary basis segregated by categories of property.

DI-MGMT-80269, Status of Government Furnished Equipment (GFE) Report.

Recommendation: Apply to selected programs.

Purpose: This report describes status and supply condition data about GFE which the contractor has received under the contract. This report will be used to review the condition, installation and effectiveness of the GFE.

DI-ILSS-80872, Training Materials.

Recommendation: Apply to selected programs.

Purpose: To provide the minimum materials required to support a military services training program on the end item equipment.

DI-ILSS-81107A, Inventory/Utilization Data Report.

Recommendation: Apply to selected programs.

Purpose: To provide spare and repair parts, consumables usage, inventory data, major hardware inventory, technical data support inventory, software inventory, office furnishing and equipment inventory and tools and test equipment inventory as required during the term of the contract.

DI-ILSS-81238, Contract Field Service Report.

Recommendation: Apply to selected programs.

Purpose: To document the contract field representative time distribution, work accomplished, on-the-job training provided and equipment availability during the interim support period. Use to document interim logistics support services provided.

DI-MGMT-81392, Contractor Operation and Management of Simulation/Equipment Management Status Report.

Recommendation: Apply to selected programs.

Purpose: Provides management information which summarizes contracts performance, utilization of manpower, maintenance actions taken, actual consumables. This information will be used for compliance with maintenance contracts.

DI-ILSS-81517, Training Situation Document.

Recommendation: Apply to selected programs.

Purpose: To verify the efficiency of a training system to meet existing training needs and to survey training programs and technologies for applicability to new training needs.

DI-ILSS-81520, Instructional Media Design Package.

Recommendation: Apply to selected programs.

Purpose: The instructional media design package provides the design documentation for the development and production of courseware.

DI-ILSS-81527, Training System Support Document.

Recommendation: Apply to selected programs.

Purpose: The training system support document provides complete procedures for utilization of all software utility programs, support software file generation, and system performance characteristics verification for life cycle maintenance. This document also contains information for user personnel to aid them in operating and achieving full utilization of a training system during the presentation of courses of instruction, training exercises, or missions.

DI-ALSS-81529, Logistics Management Information (LMI) Studies.

Recommendation: Apply to selected programs.

Purpose: Information is used to perform logistics planning and analysis, assess design status, verify contractor performance and meets system supportability requirements.

DI-ILSS-81530, Logistics Management Information (LMI) Product (s).

Recommendation: To all programs with interim logistic support (Replaces LSA-037).

Purpose: Information in the areas of provisioning, cataloging, packaging, and support equipment.

## Technical Manuals (Operator's and Maintenance)

Recommendation: May be applied to selected programs.

Purpose: Provides specific instructions on generating and delivering unique trainer manuals used for the operation and repair of training systems. It is vital that complete technical data be available when any system or equipment is placed into service.

## **ENGINEERING AND CONFIGURATION MANAGEMENT.**

### DI-MGMT-80061A, Engineering and Technical Services Accomplishment Report

Recommendation: To all programs with interim logistics support.

Purpose: Records the progress engineering tasks, services and contractor internal control schedule used to manage and control engineering service activities. Provides instruction and training to maintain the system in a state of readiness. Used in conjunction with ESMs.

### DI-ILSS-80568, Mission/Task Analysis Report (MTAR).

Recommendation: Apply to selected programs.

Purpose: Used to document training system requirements.

### DI-MISC-80711, Scientific and Technical Reports.

Recommendation: Apply to selected programs.

Purpose: Used to document work accomplished during the performance of the order.

### DI-MISC-80748, Engineering Services Memorandum (ESM) Feasibility Studies.

Recommendation: To all programs with interim logistics support.

Purpose: Identifies the objectives to be performed and the timeframe of major milestones of the effort. Identifies each area of work to be performed on the engineering services. Used in conjunction with the engineering and technical service accomplishment report.

## **CONFIGURATION**

### DI-CMAN-80639B, Engineering Change Proposal (ECP)

Recommendation: Apply to all developmental and production contracts with a configuration item.

Purpose: Describes changes to configuration items and associated configuration documentation that are affected by the change proposal. A cost proposal is submitted with the ECP.

DI-CMAN-80643B, Specification Change Proposal (SCN).

Recommendation: Apply to all programs with a baselined specification.

Purpose: Required to transmit and record proposed changes to specifications.

DI-MCCR-80700, Computer Software Product End Items.

Recommendation: Apply to all programs.

Purpose: Provides data formatted for review or maintenance to assure significant milestones are met. Data produced under this requirement will be used during the life cycle for development, operation and maintenance. (Source and Object Code and Executable Files)

DI-DRPR-81003A, Commercial Drawings and Associated Lists.

Recommendation: Apply to all programs that are not for services.

Purpose: Drawings support competitive procurement and maintenance of items.

DI-CMAN-81253, Configuration Status Accounting Information.

Recommendation: Apply to selected programs; deliverable for interim logistic support programs only.

Purpose: Provides details about the current configuration of items including their identification numbers and changes to these items and their configuration documentation.

DI-IPSC-81431, System/Subsystem Specification (SSS).

Recommendation: Apply to most contracts. The system or segment should be baselined at contract award. Changes are delivered during the contract as a result of ECPs.

Purpose: Specifies the requirements for a system or subsystem and the methods used to ensure that each requirement has been met.

DI-IPSC-81432A, System/Subsystem Design Description (SSDD).

Recommendation: Apply to all development and modification programs.

Purpose: Describes the system or subsystem wide design and the architectural design of a system or subsystem.

DI-IPSC-81433A, Software Requirements Specification (SRS).

Recommendation: Apply to all development and modification programs.

Purpose: Specifies the requirements for a computer software configuration item and the methods to be used to ensure that each requirement has been met.

DI-IPSC-81434A, Interface Requirements Specification (IRS).

Recommendation: Apply to all development and modification programs.

Purpose: Specifies the requirements imposed on one or more systems, subsystems, hardware configuration item, computer software configuration items, manual operations, or other system components to achieve one or more interfaces among these entities.

DI-IPSC-81435A, Software Design Document (SDD).

Recommendation: Apply to all development and modification programs.

Purpose: The SDD describes the complete design of a computer software configuration item (CSCI). It describes the CSCI-wide design decisions, CSCI architectural design, and detailed design needed to implement the software. Part I requirements of the SDD are prepared for the PDR and part II requirements for the CDR. After the PCA, the SDD is incorporated into the Software Product Specification. Used to assess the preliminary and detail design.

DI-IPSC-81436A, Interface Design Description (IDD)

Recommendation: Apply to all programs with interface needs.

Purpose: The IDD specifies the detailed design for one or more interfaces between one or more computer software configuration items. Companion to SDD

DI-IPSC-81439A, Software Test Descriptions (STD)

Recommendation: Apply to programs where the software is tested.

Purpose: Describes the test preparations, test cases, and test procedures to be used to perform qualification testing of a computer software configuration item, software system or subsystem.

DI-IPSC-81440A, Software Test Report (STR).

Recommendation: Apply to programs where the software is tested.

Purpose: To record the qualification testing performed on a computer software configuration item, a software system, subsystem, or other software related item.

DI-IPSC-81441A, Software Product Specification (SPS).

Recommendation: Apply to all development and modification programs.

Purpose: The SPS consists of the software design document and source code listing for a CSCI.



DI-IPSC-81442A, Software Version Description (SVD).

Recommendation: Apply to all development and modification programs if the software product specification is on contract.

Purpose: The SVD identifies and describes a software version of a computer software configuration item. It is used to release, track, and control software versions. The SVD maintains the software product baseline.

DI-IPSC-81443A, Software User Manual (SUM).

Recommendation: Apply to all development and modification programs.

Purpose: Tells a hands-on software how to install and use a computer software configuration item (CSCIs, or a group of CSCIs, or a software system or subsystem. It may be also cover a particular aspect of software operation, such as instructions for a particular position or task.

DI-IPSC-81446A, Computer Operation Manual (COM).

Recommendation: Apply to programs with newly developed computers, special purpose computers, or other computers for which commercial or other operation manuals are not readily available.

Purpose: Provides information needed to operate a given computer and its peripheral equipment. This manual focuses on the computer itself, not on particular software that will run on the computer.

## **ENGINEERING**

DI-MISC-81183A, Integrated Master Schedule (IMS)

Recommendation: Apply to all programs.

Purpose: Integrated master plan events, accomplishments, and criteria are included in the schedule to monitor progress.

DI-SDMP-81493, Program-Unique Specification Documents.

Recommendation: Apply to selected programs.

Purpose: A program-unique specification document contains functional and performance requirements and where applicable, design solutions for systems, items, software, processes, and materials developed and manufactured for use with a single system, product, or application.

DI-NDTI-80603, Test Procedure.

Recommendation: Should be applied to all programs that are tested.

Purpose: The test procedure identifies the step by step testing operation to be performed on items under going development, qualification, or acceptance testing.

DI-NDTI-80809B, Test/Inspection Report.

Recommendation: Should be applied to all programs that are tested.

Purpose: The test/inspection report is used to document results, findings, and analyses that will enable the government to evaluate compliance with the system requirements, performance objectives, and specifications.

DI-FACR-80966, Trainer Facilities Report (TFR).

Recommendation: May be applied to some programs.

Purpose: The trainer facilities report defines and identifies the criteria and requirements necessary to design, construct, or modify a facility in which the trainer and associated equipment will be installed, operated, and maintained.

DI-FACR-81451, Facility Design Criteria.

Recommendation: May be applied to some programs.

PURPOSE: To identify a specific technical requirements upon which the facility design is to be predicated before detail design is initiated.

DI-SAFT-80102A, Safety Assessment Report.

Recommendation: Apply to all new development programs.

Purpose: Evaluation of the safety risks assumed prior to test or operation of the system. Specifies precautions that should be followed.